

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0011

Request for Records Disposition Authority

Records Schedule Number DAA-0416-2015-0011
Schedule Status Returned Without Action

Agency or Establishment National Highway Traffic Safety Administration
Record Group / Scheduling Group Records of the National Highway Traffic Safety Administration
Records Schedule applies to Major Subdivision
Major Subdivision National Highway Traffic Safety Administration
Minor Subdivision The Office of the Administrator
Schedule Subject The Administrator/Deputy Administrator emails/files
Internal agency concurrences will be provided No

Background Information The Administrator undertakes a range of functions to make sure the activities in the agency (NHTSA) runs smoothly.

Emails/Files consists of subjectively and alphabetically arranged activities, such as, correspondence, Meetings, appointments, budget, briefings, reports, making recommendations, presentations and project Planner files.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0416-2015-0011

Outline of Records Schedule Items for DAA-0416-2015-0011

Sequence Number	
1	The Administrator/Deputy Administrator Email correspondence
1.1	Emails/ Correspondence files Disposition Authority Number: DAA-0416-2015-0011-0001
2	Planning Guides Disposition Authority Number: DAA-0416-2015-0011-0002

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Records Schedule: DAA-0416-2015-0011

Records Schedule Items

Sequence Number	
1	The Administrator/Deputy Administrator Email correspondence An external drive of the Administrator /Deputy Administrator Email/files
1.1	Emails/ Correspondence files Disposition Authority Number DAA-0416-2015-0011-0001 The emails consists of correspondence, meetings, Rulemaking activities, reports, presentations, recommendation, budget, appointments and briefings Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes Disposition Instruction Retention Period Transfer to the National Archives immediately. Additional Information GAO Approval Not Required
2	Planning Guides Disposition Authority Number DAA-0416-2015-0011-0002 Five (5) Project Planners consisting of notes of the Agency's activities, titled, Center for Injury Research/Joan Claybrook; Distraction Plan; Highway Bill 2009; Medium/Heavy Duty CAFE; and Toyota/Acceleration Issue Final Disposition Permanent Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Transfer to the National Archives for Accessioning

Transfer to the National Archive immediately.

Additional Information

First year of records accumulation 2010

End year of records accumulation 2014

What will be the date span of the initial transfer of records to the National Archives?

From 2010 To 2014

How frequently will your agency transfer these records to the National Archives?

Unknown

These records ceased accumulation in 2014, there are no more records expected.

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/08/2015	Certify	Carolyn Green	Records Officer Manager	NHTSA - OCIO
09/05/2018	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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